

**Hamilton Development Corporation**  
**February 4, 2015**

The Hamilton Development Corporation met at Hamilton Town Hall at 7:30 a.m. on Wednesday, February 4, 2015 with Brian Stein, Bill Gisness, Rick Mitchell present. DPW Director Bill Redford and Rachel Meketon also present.

**Call to order**

Brian Stein called the HDC meeting to order at 7:34 a.m.

**Review design guidelines**

Bill Gisness will send HDC members draft guidelines on Monday to review and provide comments.

**Discuss payment for removal of trees at 59 Willow Street**

Stein updated the HDC on his conversation with David Cutter about splitting \$6,500 cost of having 12 trees removed on the HDC's property as well as half of the \$600 survey cost paid for previously by Cutter (\$3,550). Discussion ensued about how lower vegetation growth at the property will get higher and serve to screen the property. In the spring a damaged wire fence will be removed.

Stein entertained a motion to approve payment of \$3,550 to David Cutter for removal of the trees at 59 Willow Street. Cutter will submit an invoice to the HDC for the survey and tree removal work. Gisness moved that the HDC approve splitting the cost with David Cutter of \$3,550 for the survey and removal of the trees. Rick Mitchell seconded the motion. VOTE: Unanimous.

**Review contract for interior painting/touch up at 59 Willow Street**

Stein reported that he and Harborlight representative had walked through the 59 Willow Street house to identify what painting and touch up work had to be done to get the property ready for rental. The HDC had received an work estimate from Harborlight for \$1,285 to paint the kitchen, hallway to the bedrooms, replace and paint baseboard in the bedrooms. Discussion ensued about how the house is dated including kitchen cabinets but it is in good working order. The HDC will have the entire house cleaned before it is occupied by a tenant. The painting/touch up work will be done in

the next couple of weeks to prepare for rental by March 1. Due to the tight schedule to get the property rented, the HDC decided against using prisoners to do the work.

Mitchell moved that the HDC approve the estimate and proceed with the painting. Gisness seconded the motion. VOTE: Unanimous.

Discussion ensued about how Harborlight could use a cleaning crew or Stein had a resource for cleaning the house and costs will be compared. Rachel Meketon had sent an email to Town employees about the availability of the house for rental and no responses were received as of last night, and a posting was put on Craig's list. Stein received a call from a woman interested in renting the property and he had a conversation about a short term lease (1 to 2 years). There was another interested party who works at Gordon Conwell Theological Seminary. Snow removal is occurring at the 59 and 63 Willow Street properties.

Also mentioned was how the abutting residential property on Willow Street is now on the market for \$439,000 and an open house was held last Sunday. Stein received a call from a person who lives in Boston who is interested in that property, since he was interested in learning about what the HDC plans to do with its property and the person was told that it is unlikely the HDC's plans are for a single family home.

### **New/Old business**

Discussion ensued about inquiry from tenant at former shoe shop site at 63 Willow Street about need to replace one of two heaters. The tenant will research this and discuss with HDC. The estimated replacement cost is \$1,000 that could be deducted from rent.

Gisness and Stein will be meeting with police next week relative to parking in the downtown.

Stein moved that the HDC approve Warrant HDC 1509 in the amount of \$1,847.60 for the mortgage on 59/63 Willow Street. Gisness seconded the motion. VOTE: Unanimous.

Discussion ensued on Stein giving the Selectmen an update on March 17 about the HDC's last three visioning sessions. This will include general outcomes and attendance at those meetings. Also mentioned was how the HDC will create an annual report. Discussion addressed how the \$65,000 annual Meals Tax revenue will be voted on this year at spring Town Meeting to be directed to the HDC. Also, that the HDC should be

prepared to described what activities it has engaged in and plan for design guidelines, zoning by-law change for mixed use development downtown, and that preliminary work is being done with police and public works regarding parking before any changes are implemented downtown.

Discussion was with Meketon about what she needs to do her job and how she was given access to the HDC's financial system, and that Jane Dooley would continue to do meeting minutes that would be forwarded to HDC by Meketon. In addition, that annual plan and other Corporation records will be sent to Meketon.

The HDC will ask Dave Carey and Anthony Nickas for an update on Corporation procedures (i.e., handling recurring payments) that they have been working on with Finance Director Deborah Nippes-Mena who is working hourly through Town Meeting until her replacement is found. A reminder email will be sent to HDC members involved in this process to get the procedures finalized before Nippes-Mena permanently leaves the Town's employment.

Discussion addressed how the HDC will plan for fall Town Meeting and if the zoning by-law change to allow mixed use in the downtown is passed the HDC will put together an RFP. In addition, the HDC has to decide how it would distribute 10% of the Meals Tax revenue for a project downtown (i.e., benches). Also, the HDC needs to develop a plan for moving forward in the next few years relative to priority for the Meals Tax money. This could be incorporated in the Corporations 2015/2016 annual plan which will be created starting in late spring, early summer.

The HDC also has to narrow down what information it would give ULI to analyze financials, economic benefits, and assumptions to ensure the majority of people are satisfied relative to growth (i.e.,  $\frac{1}{4}$  to  $\frac{1}{2}$  downtown) and change. Discussion addressed if the by-law change for mixed use is passed in the fall what build out and benefit would occur. Also, if there is a 28' height limit downtown then a few properties could get developed (i.e., 59/63 Willow Street, former Hansbury site, a few apartments added above retail/commercial space) and how many total units should be determined for the entire downtown or by parcel.

Discussion was on possibility of ULI analyzing a couple different scenarios using the design guidelines, zoning by-law, and potential annual turnover of property likely to be seen in a 10 to 20 year period. This would be a speculative, theoretical exercise based on design guidelines, zoning, and if there is going to be a wastewater treatment system. This includes assumptions on what annual turnover, existing conditions and growth

will be with and without a wastewater treatment system. Results of the ULI study could become the basis for a future informed discussion on a wastewater treatment system (i.e., scale, structure and future revenues). Christine Cheetham had created a summary for ULI that will be reread by the HDC and can be accessed by Meketon on the Town's computer.

Also mentioned was that Meketon and HDC should be checking hamiltonma.gov email for the HDC and that an email could be sent to HDC's most up-to-date email list to reactivate communication via this email address. Meketon will email HDC members reminding them to provide her with emergency contact information so she can communicate any last minute meeting changes or other timely notices.

Mitchell moved to adjourn the meeting at 8:11 a.m. Gisness seconded the motion.  
VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST: \_\_\_\_\_  
Brian Stein, President